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## SUPPLY DIVISION WEEKLY REPORT

PERIOD ENDING 15 FEB 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

Negative.


II. Items/Events of Major Interest that have Occurred During the Preceding Week:

A. Supply Division TDY Support: A representative from Operations Support Branch will depart late February for a 10-day TDY  in support of a special project. 

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B. Supply Division (SD) WANG Word Processing Requirements:

Supply Division is in the process of determining word processing requirements. A representative sampling of correspondence generated annually by each branch/depot is being reviewed with an ODP/Word Processing representative to determine requirements. 

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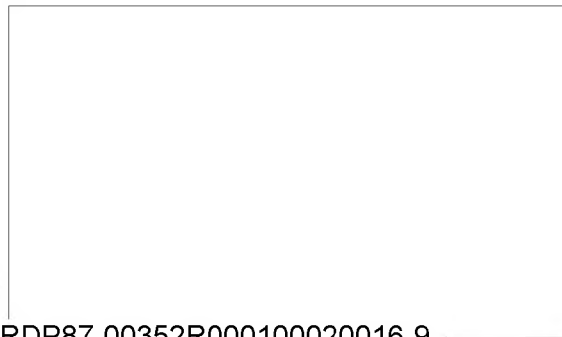
C. Inventory Control System (ICS) Clean-up Program - Requisition Suspense File: The ICS Requisition Suspense File Clean-up Program that commenced October 1982 is 95 percent complete. To date, approximately 1200 open records have been purged through reconciliation with the customer. 

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III. Significant Events Anticipated During the Coming Week:

Negative.

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15 FEB 1983

[REDACTED] WEEKLY REPORT

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PERIOD ENDING 14 February 1983

## I. Items or Events of Major Interest that have Occurred During the Preceding Week:

25X1 a. Visit of Two NBI Representatives of [REDACTED]: Two representatives from NBI Incorporated visited Freight Traffic Branch (FTB) on 7 February 1983 and spent most of the day instructing representatives from FTB and MFB on the forms feature of the NBI 3000 Word Processor. As a result, FTB has identified several areas where the equipment will be used to improve productivity. In fact, Form [REDACTED] label 25X1 has been programmed into the machine and has been used with excellent results. [REDACTED]

25X1 b. Snow Removal Operations: From 11 February through 15 February 1983, FTB expended 222 overtime and 128 regular man hours on snow removal operations. Of this total, 23 overtime and 8 regular time hours were in support of Logistics Services Division (LSD) snow removal operations on the Headquarters Compound. [REDACTED]

25X1 c. Silver Recovery Program: During this reporting period, pickups of burn materiel were made from NPIC, DIA [REDACTED] A total of 280 pieces, 9341 pounds were delivered to Fort Meade, MD (MET 28-82)

25X1 [REDACTED]

25X1 [REDACTED]

f. Preservation and Packaging Section (P&PS): An IBM Selectric III typewriter is being obtained from stock on a 90 day loan for use in the design and fabrication of a new, reuseable shipping. Typewriter will be used for developing molds that can be used with the Instapak process.

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SUBJECT: CD Weekly Report period ending 14 February 1983

25X1 g. Unit I: Relocation of a substantial quantity of communications  
equipment [ ] was halted due to the truckers strike. As a  
25X1 result the equipment is being held in Depot materiel staging areas until  
the situation is resolved. [ ]

25X1 h. Classification, Repair and Disposal Section (CR&DS): In coordination  
with Unit II personnel, 157 excess Class A chairs were removed from stock and  
turned over to the GSA Reclamation Center at Building A. These chairs had  
previously been declared excess to requirements by the Logistics Services  
Division, OL. This action freed approximately 315 square feet of storage  
space. [ ]

25X1 i. Miscellaneous:  
[ ]

25X1 Depot CMR Accounts: A review, update and verification of all  
Depot CMR accounts is being conducted. Of the 20 individual CMR accounts,  
13 have been verified and verification of the remaining 7 accounts will be  
completed by 28 February 1983. [ ]

25X1 j. Small Purchases Section: SPS received requisitions for 713 line  
items and processed receiving documents for 481 line items. Expenditures  
for this period were \$48,253.00. [ ]

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